**Quality Promotion Committee Meeting**

**11.00am – 12.00pm**

**Wednesday 20th May 2020
Zoom Online Conference Call**

**Minutes**

**In attendance:** Daire Keogh (Chair), Aisling McKenna, Eamon Costello, Callaghan Commons, Goretti Daughton, Justin Doyle, Katie Fay, Karsten Fleischer, Martin Grehan, Celine Heffernan, Margaret Heffernan, Gabriel Munetan, Paula Murphy, Siobhan McGovern, Orla Nic Aodha, Sharon O’Brien, Cora O’Farrell, Jennifer O’Halloran, Annabella Stover Aisling Twohill, Monica Ward, Fiona Dwyer (Recording Secretary).

**1 Apologies**: Billy Kelly, Fiona Brennan, Alan Mangan,

1. **Adoption of Agenda** – The agenda approved with no changes.
2. **Minutes of meeting held 18th March 2020** – were adopted with no changes
3. **Matters arising and action items updates –** Cal and Katie’s last meeting, handover with new student representatives at the next meeting.

Eamon, Goretti and Sharon’s last meeting on QPC today.

**5. Quality Review Updates**

The hosting of on-campus, in-person reviews review meetings were noted as the optimal model for Quality Review visits. However, given the future uncertainty on the University’s capacity to host on-campus reviews, the QPO will host the HR quality review visit virtually at the end of June. The QPO have identified a numbers of potential risks to this approach, and have put in place a number of plans to help mitigate these. These will include planning a shorter review day, facilitating initial comments and insights from the SAR by peer reviewers, and providing a note-taker to support the work of the peer reviewers during of the visit. QPC members made a number of suggestions on how the visits may be additionally supported, including providing biographies of peer reviewers and early issuing of invites to review participants.

The QPC also reviewed a revised schedule for reviews, developed as a result of a number of postponements of reviews initially planned for Semester 2, 2019/20. A small duplication was noted in relation to the DCU Library, which shall be amended prior to finalisation.

**Actions 1:**

* **QPO to put together a short bios on each of the Peer Review Group members to distribute to the panel members ahead of the virtual visit**
* **Take out the duplicate Library from the Peer Group Schedule.**

**Faculty of Humanities and Social Sciences**

* QUIP is now complete and will submitted to the QPO imminently

**Human Resources**

* Human Resources are keen to go ahead with their Quality review as they are putting together a new policy development system in place next semester. They have agreed to proceed on the 24th – 26th June 2020.

**Registry**

* The final SAR report is complete but not yet distributed to the Peer Review Group members; this review is currently scheduled to take place in mid-November 2020. A decision on the hosting of an on-campus or virtual review shall be taken in September 2020.

**Digital Learning Review**

* All staff and student focus groups have been postponed until September 2020 with H2 Learning.
* The Review visit date is also postponed until early December 2020; a decision on the hosting of an on-campus or virtual review shall be taken in September 2020.
1. **Staff Student Forums 20/21**

The final forum for Staff-Student Forums for Academic units took place during week 11 with a focus on the impact of the new remote teaching and learning environment and an opportunity to share experiences. The process to finalize the schedule for 2020/21 has commenced with plans to host the meetings during week 4 and week 11 of each semester.  It was agreed that in the interest of ensuring impact from the forums that the same staff and student participants will remain in place for the full duration of the next academic year.

Due to contingency planning and arrangements for examinations, it was not possible to hold the follow-up forum in week 11 with the Registry as originally planned.  However, discussions are ongoing to implement positive changes to help improve the methods of communications and other interactions between the Registry and the student body.  Arrangements are also being made to roll-out staff-student forums across other key professional support student-facing units for the 2020/21 academic year to provide opportunities for informal dialogue covering non-academic aspects of the student experience.

QPO is working to finalise the schedule for next year, and as a result of discussions held during 2019/20, it was agreed to extend an invitation to a member of each Faculty administration team to join the forum’s to help triage some of the queries from students particularly in relation to timetabling.

**7.**    **N-STEP Partnership**

Forming part of the National Student Training and Engagement Program (NStEP), DCU hosted a Staff-Student Workshop, in partnership with DCUSU on March 10th on the DCU Alpha campus. Data from the workshop helped to inform the development of a ‘Student Partnership Framework’ authored by DCUSU, OSL.  The DCU Student Partnership Framework identifies three streams of activity: student representation, feedback and dialogue, and opportunities for staff-student activities.  QPC members were invited to submit feedback/comments on the document to the QPO (Celine/Aisling).

The Partnership Framework was broadly welcomed by members. It was noted that staff participation and support of student-led activities was a welcome inclusion, and acknowledges that this activity already exists, but opens the door for further interaction. Information on how the Framework will be communicated to the broader DCU community, and what arrangements will be put in place to train student reviewers for their participation in quality reviews.

1. **QPO Activity Report (May to June 2020)**

The committee received a detailed update of QPO activities covering the period of May and June 2020.

1. **Any Other Business –**

Next Meeting: 17th June 2020